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ABSTRACT

Designed to assist Frederick County (Maryland) high school students with career planning, this handbook provides information for exploring the question, "What to do after high school?" General information covers employment trends, average starting salaries, types of financial aid available, relevant Federal statutes regarding equal pay and discrimination in employment, and the Maryland Equal Pay Act. A career planning time line suggests steps to take during each high school year. Programs and resources available to the students are explained: the high school curriculum; the career center; vocational education; the vocational technical center; cooperative work study; continuing education; vocational placement; and volunteer programs. The following alternatives are also discussed: immediate employment (how to job search); the armed forces; trade, technical, and business schools; apprenticeships; and community college programs. Occupational and technical career programs available in Maryland community colleges are listed. A brief paragraph on the option of pursuing a college education concludes this handbook. (EM)

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Next Steps: Making Career Plans

BOARD OF EDUCATION
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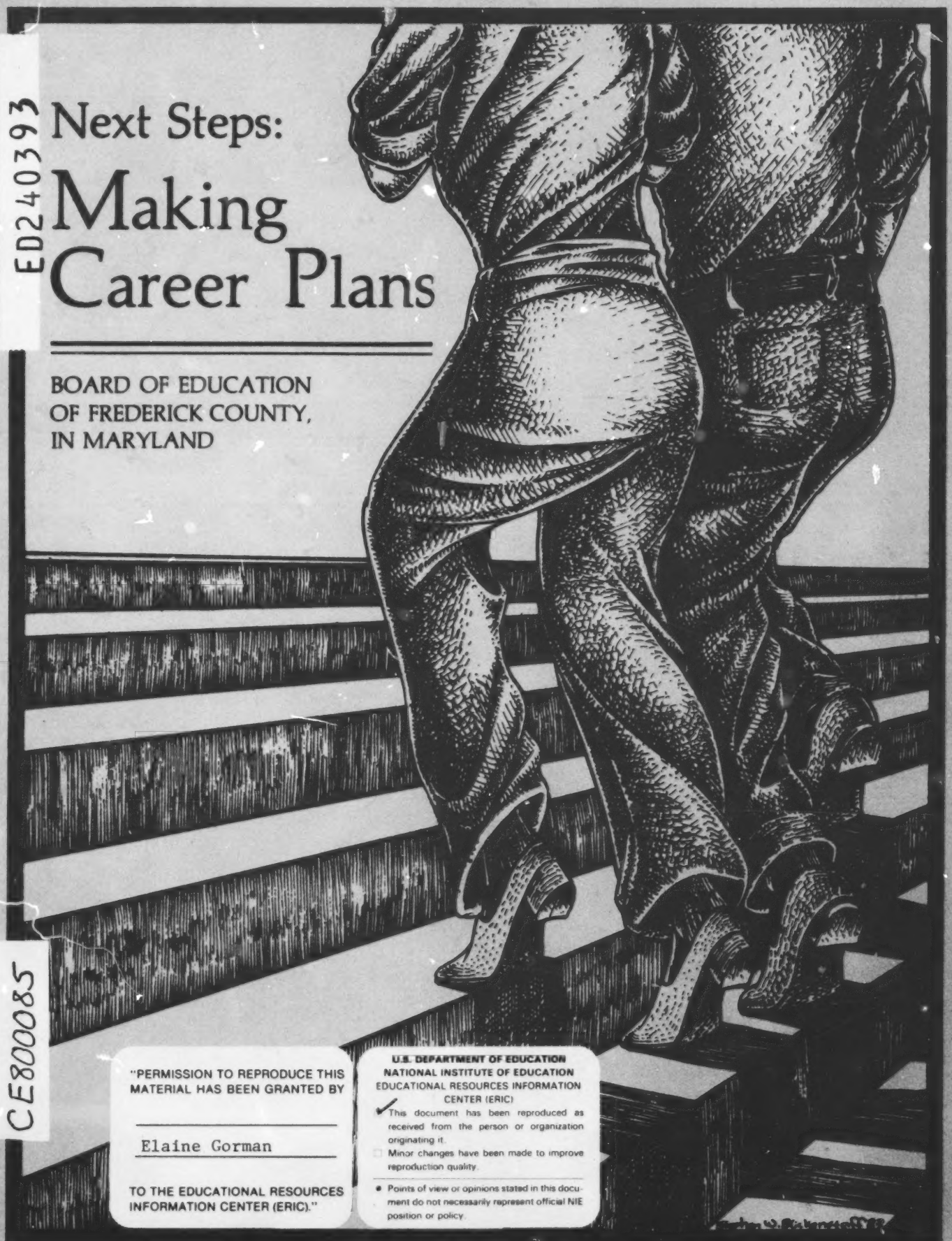

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NEXT STEPS: MAKING CAREER PLANS

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Frederick, Maryland
1983-84

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Tim Baldwin - Linganore High School
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INTRODUCTION

Before long, you will be leaving school to enter a new phase in your life.

No matter what you will be doing: college, technical school, community college, night school, on-the-job training, apprenticeship, Armed Forces or immediate employment, you are now facing new challenges as you explore career possibilities.

The purpose of this handbook is to provide you with information that will help you answer the question, "What am I going to do after high school?" Since the answer to this question may affect you more than any decision you have had to make, it is important that you explore all the options previously mentioned.

If you have done some careful planning then your decision, although difficult, will not be impossible to make. With little or no planning, the decision will not only be extremely difficult to make, but may be one you will regret having made.

This handbook, therefore, explains some of the many programs and resources available to you while you are still in school. A better understanding of these programs will be a great assistance as you explore career choices.

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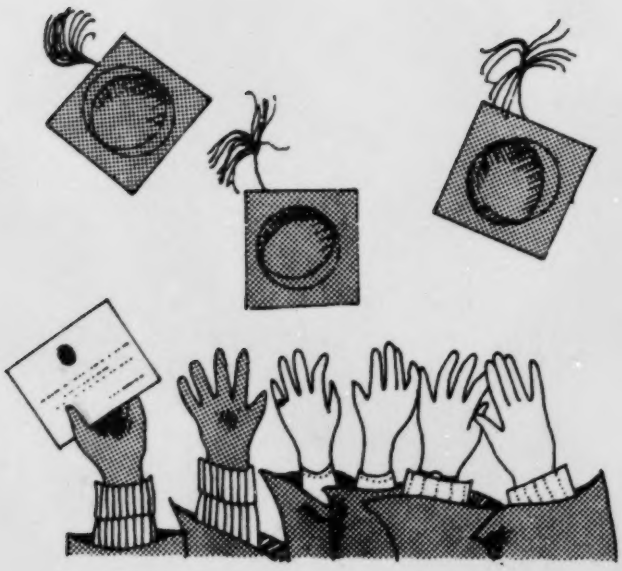
GENERAL INFORMATION



EMPLOYMENT TRENDS

Although employment trends may vary depending on the economy, the experts agree that most of the employment opportunities in the next 10 years will appear in the service-related fields. The following jobs and their annual openings between 1978-1990 were listed by the U. S. Department of Labor in the Occupational Outlook Quarterly:

Occupation	Openings
Secretaries and Stenographers	305,000
Retail Sales Workers	226,000
Building Custodians	180,000
Cashiers	119,000
Bookkeeping Workers	96,000
Nursing Aides, Orderlies and Attendants	94,000
Cooks and Chefs	86,000
Kindergarden and Elementary Teachers	86,000
Registered Nurses	85,000
Assemblers	77,000
Waiters and Waitresses	70,000
Guards	70,000
Blue-Collar Supervisors	69,000
Local Truck Drivers	64,000
Accountants	61,000
Licensed Practical Nurses	60,000
Typists	59,000
Carpenters	58,000
Industrial Machinery Repairers	58,000
Real Estate Agents and Brokers	50,000
Construction Laborers	49,000
Engineers	46,000
Bank Clerks	45,000
Private Household Workers	45,000
Receptionists	41,000
Wholesale Trade Sales Workers	40,000

The prospects for getting the job you want depends on more than just the number of openings, you must also consider the number of people looking for that kind of job and the growth of that occupational area. The following jobs were listed in the Occupational Outlook Quarterly as being the fastest growing jobs between 1978-1990:

Bank clerks
Bank officers and financial managers
Business machine repairers
City managers
Computer service technicians
Construction inspectors
Dental assistants
Dental hygienists
Dining room attendants and dishwashers
Flight attendants
Guards
Health service administrators
Homemaker-home health aides
Industrial machinery repairers
Landscape architects
Licensed practical nurses
Lithographers
Nursing aides, orderlies, and attendants
Occupational therapists
Occupational therapy assistants
Physical therapists
Podiatrists
Respiratory therapy workers
Speech pathologists and audiologists
Teacher aides
Travel agents

Note: For these occupations, employment in 1990 is projected to be at least 50% higher than it was in 1978.

For women, opportunities for advancement and better income will come only as they move into a broader range of jobs than they have traditionally held. Of the 441 jobs classified by the census in 1980, only 60 had significant numbers of women; all others were

predominately male. The U. S. Department of Labor projects that between 1975 and 1990 twelve million women will be added to the American labor force, bringing the total number of working women to over 48.5 million. Without the changes in education being generated by Title IX, women would continue to be poorly prepared for the world of work and segregated into low paying, traditionally female occupations. Fortunately, the growing national awareness of the increase in women's employment and the related financial inequities, in combination with federal legislative mandates and incentives, have opened the door to substantial improvement in educational opportunities for women and girls. Many more women and girls are able to prepare for a wide range of expanding fields that offer challenge and substantial salary potential.

WHAT SALARY WILL YOU EARN

Below are salaries for some jobs that people in your age group (18-23 years) often hold. Keep in mind that the pay listed is starting salary only. In a few years on the job, the amount will increase.

Job	Salary	
Accountant	$ 15,100	(yearly pay)
Auto Mechanic	7.16	(hourly pay)
Beautician	110-145	(weekly pay)
Biologist	15,200	(yearly pay)-1981
Carpenter (maintenance)*	9.34	(hourly pay)
Chemist	19,600	(yearly pay)-1981
Computer Programmer	250-330	(weekly pay)
Computer Operator	140-200	(weekly pay)
Cook (assistant)	3.68-5.68	(hourly pay)
Dental hygienist	11,000-14,000	(yearly pay)
Drafter	9,000-11,000	(yearly pay)
Electrician (construction)*	6.66-12.68	(hourly pay)
Engineer	16,000-23,000	(yearly pay)
Flight Attendant	9,000-13,000	(yearly pay)

Job	Salary
Gas Station Attendant	$ Minimum wage
Grocery Clerk	Minimum wage-$4.64
Librarian	13,127 (yearly wage)-1981
Medical Technician	12,200-15,800 (yearly wage)
Nurse (registered)	13,672 (yearly wage)-2 year degree
Plumber (maintenance)*	10.53 (hourly wage)
Radio Announcer	150-160 (weekly wage)
Secretary	9,766-12,266 (yearly wage)-1981
Social Worker	12,000 (yearly wage)
Teacher	13,000 (yearly wage)
Tile Setter*	6.66-12.25 (hourly wage)
Waitress (excluding tips)	2.04-3.64 (hourly wage)
Welder (construction)	12.00 (hourly wage)

*An apprenticeship may be a necessary entry position. Apprentices receive a lower rate of pay.

(This information appears in the 1982-1983 Occupational Outlook Handbook of the U.S. Department of Labor. Salaries listed represent 1980 averages. Many salaries vary widely by geographic areas.)

WAGE AND HOUR FACTS TO CONSIDER

At some jobs, you must work full-time; at others, you may be able to work part-time. At still others, there is only part-time work available.

Beginning apprentice salaries will usually double by the end of the apprentice period (2-4 years).

In some occupations, salaries increase as you gain experience.

NOTE FOR COMPARISON: For a 40-hour week, 50 weeks a year, you earn at this rate:

Pay per hour	Annual Salary
$ 3	$ 6,000
$ 4	$ 8,000
$ 5	$10,000
$ 6	$12,000
$ 7	$14,000

Pay per hour	Annual Salary
$ 8	$18,000
$ 9	$18,000
$10	$20,000

FINANCIAL AID

After-high-school education is costly, but financial aid is available to eligible students who attend trade or technical schools and are enrolled in a degree or certificate program.

Some students don't apply for aid thinking they won't qualify because their family income is too high, but eligibility for financial aid is not based on family income alone. "Demonstrated need" is the difference between what it costs to attend a particular school and how much the family can reasonably be expected to contribute toward those expenses.

Since the amount a family can afford to pay stays the same whether costs are high or low, you will be eligible for different amounts of aid at different institutions. Consequently, you could end up paying the same amount at a high-cost institution as you would at a lower-cost one. That's why you shouldn't rule out any school that interests you based on its cost.

Financial aid comes from several different sources: the federal government, the state government, schools themselves and a wide variety of private organizations.

Financial aid may appear in the form of grants, scholarships, loans or work study. Grants and scholarships are awards that do not have to be paid back. Loans, however, must be repaid within a specified period of time after schooling stops. Work study permits you to work in a part-time job while attending school.

FINANCIAL AID PROGRAMS

I. Federal

The following financial aid programs are available to all students who demonstrate financial need. The procedure to apply for any federally funded program is to complete the Financial Aid Form. This form is available to you from the guidance office in November or December. It should be mailed as soon as possible after January 1 to the Education Testing Service in Princeton, N.J. The Service will then process your form and calculate your "demonstrated need."

1) Pell Grants - These grants are based on family financial circumstances. They may be as high as $1,800, but average about $1,000.
2) Supplemental Educational Opportunity Grants - These are grants to students with exceptional financial needs who could not otherwise attend school. Awards range from $200 to $1500 a year.
3) National Direct Student Loan - This is a program that provides loans for students with need. No interest is paid while the student is enrolled in school. When the student leaves school repayment at 3 percent begins.
4) Work Study Program - This program provides jobs for students with demonstrated need.

The information contained in the financial aid section is based on materials available in 1982. The dollar amounts and the per cents given are subject to change.

II. State

These programs are administered by the State of Maryland. You must complete a Financial Aid Form (FAF) and mail it to the College Scholarship Service in Princeton, N. J. for processing to apply.

1) Independent Post-Secondary Grants (Jack F. Tolbert Memorial) - The grants are made to Maryland residents with financial need enrolled full time (18 hours or more per week) at a State-approved trade or technical school. Awards range from $200 per year and are renewable for a second year if reapplication is made.

2) War Orphans Grants - These are made to children of parent(s) killed or totally disabled as a result of military service during or after World War II; children of certain categories of MIAs and Pows also are eligible. Parent(s) must have been a Maryland resident at the time of death or disability. The grant may be used in-state or out-of-state and may be as high as $500 per year. Applicants must be between 16-23 years old and may apply by March 2.

3) Maryland Higher Education Loan Corporation (Guaranteed Student Loan) - MHELC will assist qualified undergraduate students to borrow up to $2500 a year from participating institutions. Students pay back the loan after they finish school, beginning six months after graduation. The maximum interest is 9 percent. The federal government pays the interim interest while you are in school.

III. Local

Many organizations in the Frederick area offer scholarships to assist students with school expenses. Each organization develops its own application process and selection criteria. Your guidance counselor will announce scholarship offers as they come to the school. Be sure to listen to school bulletins and check frequently with your guidance office.

IV. Miscellaneous

Individual schools, corporations, foundations, religious, ethnic, minority, and speciality groups, professional associations and various institutions offer financial aid. Your guidance counselor will help you research what scholarships you may qualify for.

PRE-EMPLOYMENT INQUIRIES

There are guidelines as to what can and cannot be asked during a job interview in regard to anti-discriminatory laws pertaining to race, religion, color, national origin, sex, age, handicap or marital status. In general, all questions asked during a job interview must be related to the performance of the specific job duties.

If you are interested in knowing what pre-employment inquiries may be discriminatory, consult your counselor.

RELEVANT FEDERAL STATUTES

Title VII

Sections 703 (a) (1) and (2) of Title VII [42 U.S.C. 2000e-2a(1) & 2a(2)] provide in part that it shall be unlawful employment practice for an employer:

(1) to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, or national origin.

(2) to limit, segregate, or classify his employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individual's race, color, religion, sex or national origin.

The Bennett Amendment, Section 703 (h) of Title VII, [42 U.S.C. 2000e-2(h)] provides, in pertinent part, that:

> It shall not be an unlawful employment practice under this subchapter for any employer to differentiate upon the basis of sex in determining the amount of the wages or compensation paid or to be paid to employees of such employer if such differentiation is authorized by the provisions of Section 206(d) of Title 29 (the Equal Pay Act).

Equal Pay Act

The provisions of the Equal Pay Act Section 206 (d) of Title 29 provide that:

> No employer having employees subject to any provisions of this section shall discriminate, within any establishment in which such employees are employed, between employees on the basis of sex by paying wages to employees in such establishment at a rate less than the rate at which he pays wages to employees of the opposite sex in such establishment for equal work on jobs that performance of which requires equal skill, effort, and responsibility, and which are performed under similar working conditions,

except where such payment is made pursuant to (i) a seniority system; (ii) a merit system; (iii) a system which measures earnings by quantity or quality of production; or (iv) a differential based on any other factor than sex...

MARYLAND'S EQUAL PAY ACT

Maryland's Equal Pay Act (Section 55A of Article 100 of the Annotated Code of Maryland) states:

No employer shall discriminate in any way by paying wages or salaries in an occupation to employees of one sex at a rate less than that paid employees of the opposite sex for work of comparable character or work on the same operations, business or type of work in the same establishment. This provision applies to all employers of both men and women in any lawful business, industry, trade or profession.

CAREER PLANNING

TIME LINE

Advance planning for your career interest and best use of your educational training opportunities are described in the following guidelines.

FRESHMAN YEAR

Fall and Winter	Set up a conference with your guidance counselor to review your curriculum. Review your interests and abilities that will help you begin to explore different career options and course electives.
November December	Attend the vocational/career evaluation workshop offered by the vocational evaluator. Review results for future scheduling and career planning.
January February	Observe vocational-technical center (Vo-Tech) slide presentation and and attend follow-up tour to register for vocational classes.
Spring	Register for tenth grade courses. (Consider future course electives and career goals in scheduling). Attend local career fairs as offered.

SOPHOMORE YEAR

Fall and Winter	Set up a conference with your guidance counselor to review your curriculum. Examine and review your interest and abilities with present course experiences to plan your career options.
January February	Tour the vocational center and, if desired, register for vocational classes.
Spring	Register for all eleventh grade classes considering present interest and future electives. Attend local career fair presentations when offered.

JUNIOR YEAR

Fall	Continue vocational or career interest preparation and elective training.
October	Attend the College Day at Frederick Community College.
December thru March	Set up a conference with your guidance counselor to review your program and plan senior year courses with an awareness of post graduation plans. Review your needs, interests and abilities to determine:

a) the kind of training or education you seek;
b) your personal characteristics that will determine the work or kind of training you select.

Spring	Register for twelfth grade courses. Use electives for continued job preparation or advanced training. Work Study job training can be considered if it relates to vocational training. Schedule a conference with the Work Study Coordinator.
	Attend local career fair presentations when offered.
July thru August	Obtain a summer job or volunteer to work in an area related to your career interests, if possible.

SENIOR YEAR

September	Send for catalogues and applications to junior colleges, trade, technical, or business schools, and apprenticeship information. Take the ASVAB test if you are interested in the Armed Services.
October thru December	Narrow your post secondary training or job choice to the one which best coincides with your needs and interests. Also consider your training and abilities when making your decision.
November	Attend the Financial Aid Workshop
January	Mail the Financial Aid Form
January thru May	Sign up for the Board of Education Job Placement program. Visit the Employment Security Office for job information. Visit the Armed Service Recruiter of your choice for military information. Contact the local Apprenticeship Council for future training opportunities. Sign up for continuing education, trade, technical, or business school, community college or college training programs of your choice.

CAREER EXPLORATION

AGRICULTURE (AGRI-BUSINESS)

Farmer
Wildlife & Conservation Technician
Agronomist
Horse Breeder
Agricultural Engineer
Entomologist

PUBLIC SERVICE

Teacher
Lawyer
Armed Forces
Fire Fighter
F.B.I. Agent
Census Clerk

HOSPITALITY & RECREATION

Stunt Man
Recreation Specialist
Hotel Manager
Ski Instructor
Professional Athlete
Chef

MARINE SCIENCE

Fish Culturist
Oceanographer
Aquanaut
Hydrologist
Marine Biologist
Research Technician

TRANSPORTATION

Airplane Pilot
Cab Driver
Air Traffic Controller
Merchant Marine
Truck Driver
Steward/Stewardess

BUSINESS & OFFICE

Accountant
Computer Programmer
Bank Teller
Receptionist
Bookkeeper
Insurance Underwriter

NATURAL RESOURCES & ENVIRONMENT

Urban Planner
Forest Ranger
Geodesist
Sociologist
Soil Conservationist
Environmental Engineer

MANUFACTURING

Tool Designer
Millwright
Electrical Engineer
Machinist
Foreman
Sheet Metal Worker

PERSONAL SERVICES

Tailor
Waiter/Waitress
Travel Guide
Cosmetologist
Marriage Counselor
Masseur/Masseuse

CONSUMER EDUCATION & HOME ECONOMICS

Homemaker
Dietician
Credit Manager
Home Economist
Nutritionist
Consumer Affairs Manager

HEALTH

Medical Technician
Practical Nurse
Audiologist
Veterinarian
Physical Therapist
Dental Hygenist

COMMUNICATION & MEDIA

Television Producer
Technical Writer
Graphic Artist
Cameraperson
Stage Hand
Disc Jockey

MARKETING & DISTRIBUTION

Market Researcher
Mail/Stockroom Clerk
Salesperson
Retail Store Manager
Statistical Typist
Newspaper Circulation Manager

CONSTRUCTION

Carpenter
Surveyor
Pipefitter
Stonemason
Draftsman
Architectural Engineer

FINE ARTS & HUMANITIES

Clothing Designer
Historian
Astronomer
Cartoonist
Playright
Opera Singer

HIGH SCHOOL CURRICULUM

Each of the seven high schools offers courses that aim to prepare students to enter the job market either directly or after additional education or training. Increasingly, business and industry want good workers with broad backgrounds who can think and communicate. Leaders of universities and corporations expect not just students who are able to program computers but students who are able to draw from a wide background in literature, history and the arts. (SOURCE: Course Offerings & Descriptions for Frederick County High Schools, 1983-84)

CAREER CENTER

Each of the high school programs has a career center where students can explore career information. The materials within the career centers vary, but all the centers have items that can help students assess their interests, abilities and aptitudes, and apply this information towards career goals. Students are encouraged to contact their guidance counselor or media specialist in charge of the career center and make arrangements to use the materials.

VOCATIONAL EDUCATION

The Vocational Education Program offers students the opportunity to learn the skills required for entry into a wide variety of career areas. Courses are offered at each high school and at the Frederick County Vocational Technical Center. Each course is designed to develop the competencies identified by employers in that field.

Vocational education programs are open to all students regardless of future educational plans. Enrollment will help students broaden their background of skills and abilities, improve their income earning potential and aid in exploring career opportunities.

VOCATIONAL PROGRAMS IN FREDERICK COUNTY SCHOOLS

Brunswick High School

- Agriculture
- Business Education
- Work Study
- Auto Mechanics
- Carpentry and Construction Trades

Catoctin High School

- Agriculture
- Business Education
- Work Study
- Auto Mechanics
- Carpentry and Construction Trades
- Drafting

Frederick High School

- Agriculture
- Business Education
- Work Study
- Plumbing and Pipe Fitting
- Graphic Arts
- Metal Trades
- Carpentry and Contruction Trades

Governor Thomas Johnson High School

- Business Education
- Work Study
- Auto Mechanics
- Cabinetmaking
- Masonry
- Drafting

Linganore High School

- Agriculture
- Business Education
- Work Study
- Body & Fender
- Carpentry and Construction Trades
- Electrical Occupations
- Electronics Occupations

Middletown High School

- Agriculture
- Business Education
- Work Study
- Air Conditioning
- Carpentry and Construction Trades

Rock Creek School

- Work Experience

Vocational-Technical Center

- Carpentry
- Diesel & Truck Mechanics
- Distributive Education
- Electricity
- Electronics
- Heating & Air Conditioning
- Landscaping & Nursery Management
- Cosmetology
- Health Occupations
- Machine Shop
- Masonry
- Welding & Cutting
- Vocational Evaluation

Walkersville High School

- Agriculture
- Business Education
- Work Study

Vocational education programs are open for student enrollment beginning in the 10th grade. Students and parents are encouraged to contact their home school counselor for information about vocational education offerings. All programs are available on a non-discriminatory basis.

VOCATIONAL TECHNICAL CENTER

A good way to explore your career interests, gain valuable training and earn credits toward graduation is to attend the Frederick County Vocational-Technical Center. Attendance at the Vo-Tech Center requires four periods of your school day for classes and bus transportation. Three elective credits are earned each year. Students who successfully complete a vocational program receive a certificate which indicates the training skills learned. Contact your guidance counselor for more information or call the Frederick County Vocational-Technical Center at 694-1658.

COOPERATIVE WORK STUDY

Cooperative Work Study is an option available for senior vocational students. The program provides the student the opportunity to continue the development of occupational competencies acquired in related vocational classes. Students are employed part time and are supervised and evaluated on the success of their training experiences. The prerequisite for Cooperative Work Study is concurrent enrollment in Consumer Education.

CONTINUING EDUCATION

Continuing education courses are offered in vocational and technical areas to teach job entry skills, to upgrade skills or to retrain in other areas. In business, courses teach management, clerical or secretarial skills. Classes are also offered for self improvement in such areas as reading, grammar, mathematics, speed reading and study skills. Evening and weekend hours make continuing education courses convenient.

VOCATIONAL PLACEMENT

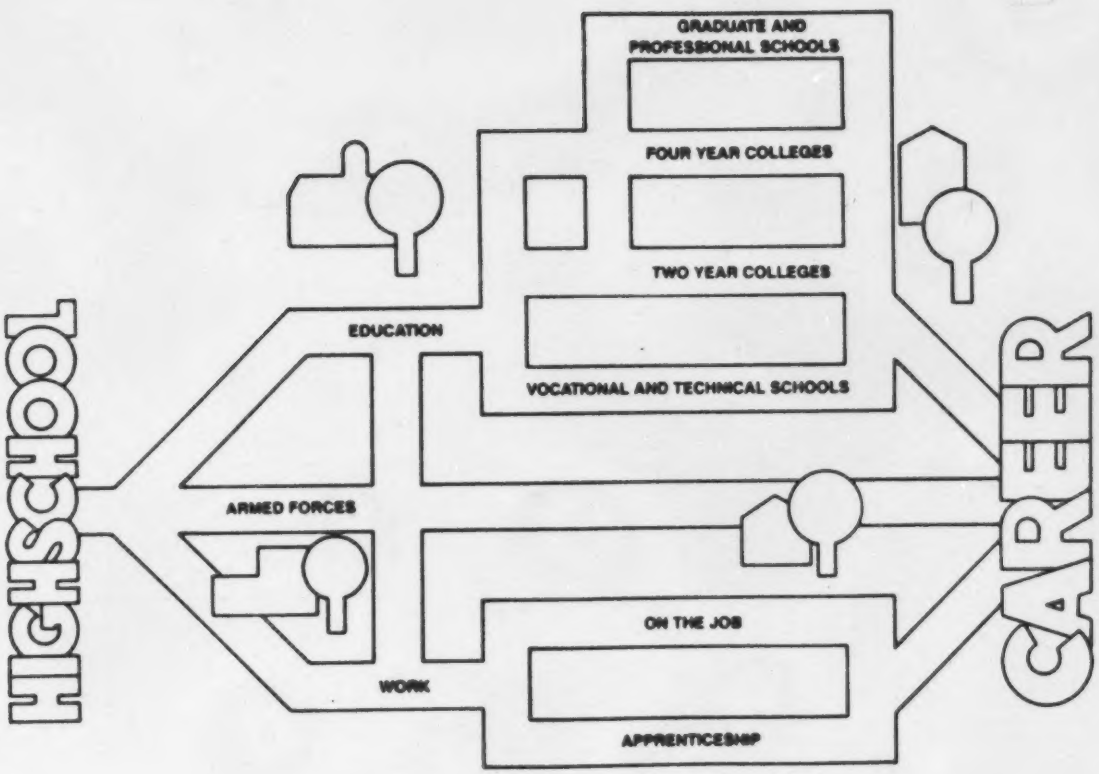
A vocational placement and follow-up service is available without charge by the Board of Education of Frederick County for vocational graduates. Its purpose is to help vocational graduates locate entry level jobs and to assist employers in finding qualified entry level applicants. For more information contact the Vocational Placement Coordinator at 694-1463.

VOLUNTEER PROGRAM

Many community organizations, educational programs and local businesses and industries offer volunteer experiences. These varied opportunities can help you determine job tasks you enjoy and those you do not enjoy. This information is useful in making career choices. Valuable contacts can be made by participating in volunteer programs.

ALTERNATIVES

Education and Training



Before you know it your school days will be over and you'll face many choices and decisions. What will I do? Where will I live? What about trade and technical schools? No one can answer these questions for you; but one thing is certain, sooner or later you are going to have to work.

According to Channing L. Bete Co., Inc. in their booklet, After High School What?, most men will spend 40-50 years (and most women about 25 years) working.

Planning can mean the difference between enjoying what you do, where work is rewarding both financially and personally, or hating your job and feeling like you are stuck in a "rut." Planning means understanding your values, interests, abilities, aptitudes and skills, and applying this information while investigating particular occupations.

The more you know about yourself and the job, the better decision you can make. Now is the time to explore your future career, examine the alternatives and evaluate them with your own interests in mind.

IMMEDIATE EMPLOYMENT

Today's job market is highly competitive with dozens of persons responding for every job that becomes available. You must therefore convince an employer that you are the best suited for that job. However, you must not be discouraged if your first attempt does not result in work. Quite often it is the third or fourth job applied for that turns out to be better in all ways than the first.

According to the National Alliance of Businessmen, the following suggestions will help guide you toward that much wanted job:

1) Obtain a social security number if you do not already have one. Be sure to bring your birth certificate or driver's license as proof of your age.

Social Security Administration
912 East Street
Frederick, Maryland 21701 663-5124

2. Register with:

Maryland State Employment Service
22 West Church Street
Frederick, Maryland 21701 662-2166

The employment counselor will be glad to discuss your occupational interests and abilities so they can give you a lead to the many jobs they have available. There is no charge for this service.

Another state employment service is the "Job Training Agency" (formerly CETA). The youth program is for economically disadvantaged young people between 16-21 years old, who are Frederick County residents and unemployed. To see if you qualify contact:

Job Training Agency
16 South Wisner Street
Frederick, MD 21701 694-1162 or 694-1180

3) Check newspaper want ads - every day!

4) Check with private employement agencies - but remember to ask what fees they charge. Sometimes you pay - sometimes the employer pays.

Donna Kaye Personnel
340 North Market Street
Frederick, MD 21701 694-7700

Management Recruiters
Frederick County Square Shopping Center
Frederick, MD 21701 663-0600

The Search Group
47 East Patrick Street
Frederick, MD 21701 662-5322

Sparks Personnel Services
9087 Shady Grove Ct.
Gaithersburg, MD 253-6153

Manpower Temporary Services
105 Underpass Way
Hagerstown, MD 739-4567

Check your phone book for other private employment agencies.

5) Check the phone book for companies who offer work in which you are interested.

6) File applications where you would like to work.

7) Use personal contacts. Friends and neighbors often know of openings or possible openings. Remember not all available openings are advertised.

8) Contact the Vocational Placement Service offered by the Board of Education.

Once you find a job opening:

1) Call the company and ask for an appointment for an interview.

2) Should a letter be required, tell the company which job you are interested in and how you found out about it.

3) Send or bring with you a brief resumé.

4) If called for an interview, you'll be asked to complete a job application form.

5) If you are hired and you are under 18 years old, you must have a work permit which your guidance counselor can give you.

A good resumé, a properly completed application form and an impressive interview can aid you in securing a job. Your English teacher or guidance counselor will help you in reviewing the skills necessary for writing a good resumé, filling out a job application form and the "do's and don'ts" of an interview.

ARMED FORCES

A senior in high school considering the Armed Forces should:

1) Contact the local recruiter. Check all four branches for types of openings, jobs, and requirements.

2) Schedule and take the ASVAB (Armed Services Vocational Aptitude Battery)

3) After the test is scored, discuss the areas of interest for which you are qualified with the recruiter.

4) Decide if you are interested in joining.

5) At this point you must decide whether you want to join the service. Once you swear in, you are committed.

Before you are permitted to enlist into any branch of the Armed Forces, you must attain a satisfactory score on the Armed Services Vocational Aptitude Battery (ASVAB). This is a two and one-half hour examination which measures aptitude, not technical knowledge. A numerical score is earned in each of four areas: mechanical, administrative, general occupational and electronics.

AIR FORCE

The Air Force offers some of the finest technical education in the nation. Your Air Force recruiter can give you more information about the particular technical education course that interests you. The requirements for entry into these technical areas are usually higher than the requirements for entry into other branches of the service.

Air Force Recruiting Station
Frederick Towne Mall
Route 40 West
Frederick, MD 21701 662-8313

The information contained in the Armed Forces section is taken from brochures printed by the United States Government.

NAVY

The Navy offers courses in nuclear propulsion, radar, electronics and computers which are considered without equal in the civilian community. Navy standards must be high because ships are self-contained units, totally dependent on their crews for operation and maintenance while at sea.

Navy Recruiting Station
Frederick Towne Mall
Route 40 West
Frederick, MD 21701 663-3751

ARMY

The Army teaches hundreds of valuable skills. The instruction is top-notch and the equipment is the finest available. Think of your enlistment as an investment in your future. Contact the local recruiter for more information.

Army Recruiting Station
Frederick Towne Mall
Route 40 West
Frederick, MD 21701 662-1591

MARINE CORP

The Marine Corp has some of the finest job training programs in the military. There is everything from Electronics to Aircraft Maintenance. If you qualify, you can choose the direction your training will take you before you enlist.

Marine Recruiting Station
Frederick Towne Mall
Route 40 West
Frederick, MD 21701 662-1718

Before deciding whether or not the Armed Forces are for you, you should consider carefully the commitment you will be asked to make and the benefits that enlistment will bring you. The service offers you:

* An excellent starting salary, with regular pay raises
* A life insurance policy ($35,000) for approximatly $5.00 per month
* 30-days vacation with pay annually, beginning the first year
* Medical care
* Dental care
* Living quarters
* Legal assistance
* 20-year retirement
* Educational assistance
* Base exchange and commissary discount shopping privleges
* Family services
* Survivor compensation benefits
* Extra clothing allowance
* Special duty pay
* Recreational facilities
* Promotion opportunities
* Periodic pay increases
* Reenlistment bonuses

Below is the current pay scale for enlisted members of the Armed Forces:

MONTHLY BASIC PAY EFFECTIVE 1 OCTOBER 1982

ENLISTED MEMBERS
YEARS OF SERVICE

PAY GRADE	UNDER 2	2	3	4	6	8	10
E-9	0.00	0.00	0.00	0.00	0.00	0.00	1720.20
E-8	0.00	0.00	0.00	0.00	0.00	1443.00	1483.50
E-7	1007.40	1087.20	1128.00	1167.00	1207.20	1245.30	1285.80
E-6	866.40	944.70	984.30	1026.00	1063.80	1102.80	1143.30
E-5	760.80	828.00	867.90	905.70	965.10	1004.40	1044.60
E-4	709.50	749.10	792.90	854.70	888.60	888.60	888.60
E-3	668.40	704.70	733.20	762.30	762.30	762.30	762.30
E-2	642.90	642.90	642.90	642.90	642.90	642.90	642.90
E-1	573.60	573.60	573.60	573.60	573.60	573.60	573.60

PAY GRADE	12	14	16	18	20	22	26
E-9	1759.20	1799.10	1840.50	1881.30	1917.90	2019.00	2215.20
E-8	1522.80	1562.70	1603.80	1640.70	1681.20	1779.90	1978.50
E-7	1325.10	1385.10	1424.40	1464.60	1483.50	1583.10	1779.90
E-6	1202.10	1239.90	1279.80	1299.30	1299.30	1299.30	1299.30
E-5	1083.00	1102.80	1102.80	1102.80	1102.80	1102.80	1102.80
E-4	888.60	888.60	888.60	888.60	888.60	888.60	888.60
E-3	762.30	762.30	762.30	762.30	762.30	762.30	762.30
E-2	642.90	642.90	642.90	642.90	642.90	642.90	642.90
E-1	573.60	573.60	573.60	573.60	573.60	573.60	573.60

MONTHLY BASIC ALLOWANCE FOR QUARTERS RATE

PAY GRADE	WITHOUT DEPENDENTS FULL RATE	WITHOUT DEPENDENTS PARTIAL RATE	WITH DEPENDENTS
E-9	272.40	18.60	383.40
E-8	251.10	15.30	354.00
E-7	213.60	12.00	329.40
E-6	194.10	9.90	303.30
E-5	186.60	8.70	278.70
E-4	164.40	8.10	244.80
E-3	147.00	7.80	213.60
E-2	129.90	7.20	213.60
E-1	122.70	6.90	213.60
E-1	112.90	6.90	205.50

BASIC ALLOWANCE FOR SUBSISTENCE

When on leave or authorized to mess separately $4.68/day
When rations in-kind are not available $5.29/day
When assigned to duty under emergency conditions where no messing facilities of the United States are available $7.00/day

TRADE, TECHNICAL AND BUSINESS SCHOOLS

Many opportunities exist for the student with a marketable skill. With the many varied career opportunities available, one needs to consider specialized training. This training can be acquired at one of the many private, state or federally operated trade and technical schools. A few reasons for selecting a trade and technical school are:

I. Practical, Time Saving Programs

- A. You will only take courses in your chosen field.
- B. Many times you can start courses within weeks of the time you enroll.
- C. You can often choose between morning, afternoon or evening classes.
- D. Training programs are concentrated into a specific period of time. Many classes meet five days a week.
- E. You learn by "hands on" training methods.
- F. Although tuition costs are high sometimes, courses are usually short and specialized allowing the students to enter the work force sooner.

II. Open Admission

- A. High school graduation, an interview at the school and a desire to learn are often the only entrance requirements.
- B. Equal opportunity for admission regardless of race, sex, age or religion is a policy of all schools.

III. Small Class Size

A. Often classes are small, allowing for individual attention from teachers which leads to a unity of purpose and direction for students.

IV. Student Services

A. Financial aid is often available from federal, state and private agencies if you attend an accredited school.
B. Many times the schools will provide part-time jobs in a student's field of study.
C. Schools may assist in housing, if required. Often trade and technical schools are located within commuting distance.
D. Teachers are familiar with business and industry standards.

V. Job Placement

A. Often assistance is provided in helping graduates find a job.
B. Schools emphasize initative, alertness, dependability and attendance as part of their program.

Now that you have reviewed the reasons for selecting a trade and technical school, you must choose the school that is best suited to you. Consider the following before making a final choice:

1) State Licensing - Is the school licensed by the state's postsecondary school licensing bureau?

2) Accreditation - An important indicator of the school's educational quality, teacher competency, administrative integrity and financial aid eligibility is approved status by the U.S. Department of Education. Check with the school for accreditation status.

3) Courses - Are the courses offered up-to-date, of high quality and taught by qualified instructors? How long will it take to complete the courses?

4) Facilities and Equipment - What type of facilities and equipment does the school offer?

5) Hands on Training - Does the school provide a laboratory or shop setting which enables the student to obtain practical experience?

6) Placement Assistance - Does the school offer placement assistance and how does it help graduates find jobs?

7) Cost - What is the total cost for tuition, supplies and fees? Can you realistically afford the cost? Do you qualify for financial aid? What is the school's refund policy?

8) Visit - One of the best ways to inquire about a school is through actual visitation and talking with present students and graduates.

To assist you in comparing information on different types of trade and technical schools available, you may refer to the following list of sources from national, state and local levels:

1) INFORM, The Maryland Career Informational Delivery System, microfilm system in your school's guidance office or career center contains descriptive information on independent postsecondary schools in Maryland.

2) The American Trade Schools Directory (Available in most guidance offices.)

3) Handbook of Trade and Technical Careers and Training NATTS - Department TC, 2021 K Street NW, Room 315, Washington, D. C. 20006-1077

The following schools will provide you with additional information that may be of assistance to you.

1) Abbie Business Institute - for training as an executive secretary, legal secretary, scientific secretary and clerk receptionist.
Stonegate Business Center
1519 West Patrick Street, Suite A5
(Route 40 West)
Frederick, MD 21701

2) The Word Center - for training in basic, intermediate and advanced word processing skills.
3 West Church Street
2nd Floor, LAW Building
Frederick, MD 21701 (301) 663-0390

3) Washington Business School
One Central Plaza
11300 Rockville Pike
Rockville, MD 20852 (301) 881-6000

4) Award Beauty School
26 East Antietam Street
Hagerstown, MD 21740 (301) 733-4520

5) Westminster Beauty School
Carroll Plaza Shopping Center
Westminster, MD (301) 848-1277

Contact your school counselor, career center or phone directory for more information on trade, technical or business schools.

Credit is given to the National Association of Trade and Technical Schools Publication Department for reference materials included in this section.

APPRENTICESHIP

The Maryland State Department of Education defines apprenticeship as "a system for teaching the practical and theoretical aspects of technical and skilled trades need by business and industry. It combines on-the-job training with related classroom technical instruction. Apprentices train under the direction of experienced craftspersons commonly called 'journeypersons.' Apprentices who successfully complete prescribed training in a registered apprenticeship program receive a certificate of completion and become certified in the occupation in which training was received. There are more than 900 apprenticeable occupations. An apprenticeship can take from one to six years to complete. The length of time is determined by the occupation chosen."

The following is a partial list of registered programs in Maryland with apprenticeship training:

Air Brake Mechanic
Air Conditioning
Assistant Press Operator
Auto Body Repairer
Auto Machinist
Automobile Mechanic
Automobile Mechanic Technician
Automobile Technician
Automotive Technician
Baker
Bindery Worker
Blacksmith
Building Maintenance Service Repair
Boiler Operator
Boilermaker
Bookbinder
Bricklayer
Bricklayer Paving Brick
Cabinetmaker
Carpenter
Carpet layer

Cement Mason
Chemical Operator
Compositor
Construction Equipment Mechanic
Cook
Coremaker
Cosemtology
Dental Technician
Diesel Mechanic
Drywall Applicator
Drywall Taper Finisher
Electric Mechinist
Electric Motor Repairer
Electric Motor Winder
Electric Sign Assembler
Electrical Instrument Repairer
Electrician
Electronic Repairer
Electronic Technician
Elevator Mechanic
Emergency Medical Technician Paramedic
Emergency Medical Technician
Engineering Technician
Equipment Mechanic
Erector
Farm Advisor
Farmworker Dairy
Fire Medic
Floor Coverer
Gear Cutter Operator
Glass Blower
Glassworker
Glazier
Horticulturist
Instrument Maker
Insulation Worker
Ironworker
Jewler
Jewlery Repairer
Joiner
Land Surveyor
Lens Grinder
Lineman
Litho Camera Operator
Lithographic Stripper
Locksmith
Machinist
Machinist Maintenance
Machinist Marine
Mailer
Maintenance Machinist

Maintenance Mechanic
Marble Polisher
Meatcutter
Mechanic Industrial Truck
Medical Clinical Technician
Medical Secretary
Metal Spinner
Millwright
Mold Maker
Moulder
Nursing Assistant
Office Machine Repairer
Offset Press Operator
Operating Engineer
Operating Stationary Engineer
Optical Worker
Optician
Outside Machinist
Packager Handler
Painter
Painter Decorator
Patternmaker
Physical Science Technician
Pipefitter
Plasterer
Platemaker
Platen Press Operator
Plumber
Plumber Maintenance
Plumber-Pipefitter
Polisher & Buffer
Printer
Rail Car Letterer Painter
Rail Car Repairer
Refrigeration Mechanic
Retail Home Center Specialist
Rigger
Roll Turner
Roofer
Screen Print Press Operator
Screen Printer
Service Manager
Sheet Metal Worker
Shipfitter
Signal System Electrician
Silk Screen Printer
Sprinklerfitter
Stationary Engineer
Steel and Die Printer
Stripper
Structural Steel Lay Out
Structural Steel Worker
Television Radio Repairer

Temperature Controller
Tile Setter
Tool & Die Maker
Tool Designer
Toolmaker
Tractor Mechanic
Transmission Mechanic
Truck Mechanic
Upholsterer
Utility Line Worker
Utility Systems Repairer
Vending Machine Repairer
Web Press Operator
Welder
Well Driller

Programs registered by the Bureau of Apprenticeship and Training must provide that:

*the starting age of an apprentice is not less than 16
*there is full and fair opportunity to apply for apprenticeship
*there is a schedule of work processes in which an apprentice is to receive training and experience on the job
*the program includes organized classroom instruction designed to provide apprentices with knowledge in technical subjects related to their trade (a minimum of 144 hours per year is normally considered necessary)
*there is a progressively increasing schedule of wages
*proper supervision of on-the-job training with adequate facilities to train apprentices is insured
*the apprentice's progress, both in job performance and related instruction, is evaluated periodically and appropriate records are maintained
*there is employee-employer cooperation
*successful completions are recognized
*there is no discrimination in any phase of selection, employment or training

Currently there are no approved apprenticeship programs in Frederick County.

For more information about apprenticeship programs contact:

Maryland Apprenticeship and Training Council
Maryland Division of Labor and Industry
203 East Baltimore Street
Baltimore, MD 21202

(301) 659-4206 or 659-4212 Toll free 1-800-492-7521

Apprenticeship courses are offered in cooperation with the Cumberland Valley Chapter of the Associated Builders and Contractors. Interested individuals not registered with the Associated Builders and Contractors should telephone (301) 739-1190.

CONTINUING EDUCATION

Preparing for a career is a continuous process. You may want to consider the non-credit programs and courses offered through the continuing education department of the Board of Education of Frederick County, the Frederick Community College or other community colleges in the area.

Continuing education courses can prepare you for a career by teaching you job entry skills or helping you upgrade job skills you already have. They can help you improve reading, grammar, mathematics, speed reading and study skills.

Continuing education courses vary in length. One course may be completed in 2 or 3 meetings, while another must be studied for several weeks or months.

Students who successfully complete continuing education courses earn a certificate.

Your local newspaper carries announcements about classes taught in the area. Check with your counselor for more information.

The Board of Education, through its Adult Education program, offers classes in:

Air Conditioning and Refrigeration
Auto Mechanics
Introduction to Computers
Investments
Languages (French, German and Spanish)
Public Speaking
Selling
Typing
Woodworking

Call the Board of Education at 694-1829 for additional information.

Frederick Community College has courses in the following areas:

Business and Professional
Secretarial and Clerical
Read Estate
Vocational-Technical
Health
Interest and Self-Improvement

Call Frederick Community College at 694-1220 for information and a brochure.

Hagerstown Junior College has a continuing education schedule of classes in:

Agriculture
Art
Business
Computer Science and Data-Processing
Education
Engineering and Engineering Technology
Home Economics
Industrial Arts, Trades and Technology
Language, Linguistics and Literature
Law
Physical Education, Health Education and Leisure
Psychology

Call Hagerstown Junior College at 790-2800 for more information and a brochure.

Your guidance counselor can give you names, addresses and telephone numbers of schools in other areas of the state where continuing education courses are taught.

It is important to know that many employers encourage their workers to continue their training and education by paying for any courses taken through continuing education.

COMMUNITY COLLEGE

Community colleges offer a wide variety of educational opportunities. Too often the community colleges are overlooked by students who want to prepare for trade, technical or business careers. Yet, community college classes are open for full-time or part-time study, during day and evening hours, providing direct career training in many fields.

Community college costs are moderate. In most cases, all high school graduates are accepted for study. Grants, scholarships, loans and other financial assistance are available.

There are 16 community colleges in Maryland, each offering a variety of programs.

Listed on the following pages you will find career programs and the community colleges in Maryland where they are taught.

OCCUPATIONAL AND TECHNICAL CAREER PROGRAMS
AVAILABLE IN MARYLAND COMMUNITY COLLEGES

(c) certificate program (a) associate degree program

BUSINESS & COMMERCE TECHNOLOGIES

General

Allegany Community College (c,a)
Anne Arundel Community College (c,a)
Cecil Community College (c,a)
Chesapeake College (c,a)
Dundalk Community College (c,a)
Essex Community College (c,a)
Frederick Community College (c,a)
Garrett Community College (c)
Harford Community College (c,a)
Prince George's Community College (a)
Villa Julie College (a)
Wor-Wic Tech Community College (a)

Accounting

Anne Arundel Community College (a)
Community College of Baltimore (a)
Catonsville Community College (c,a)
Columbia Union College (a)
Dundalk Community College (c,a)
Essex Community College (c,a)
Frederick Community College (a)
Hagerstown Business College (c,a)
Hagerstown Junior College (a)
Harford Community College (c,a)
Howard Community College (a)
Montgomery College--Rockville (a)
Montgomery College--Germantown (a)
Montgomery College--Takoma Park (a)
Prince George's Community College (c,a)
Villa Julie College (a)
Wor-Wic Tech Community College (a)

Applied Arts

Anne Arundel Community College (c)
Community College of Baltimore (c,a)
Catonsville Community College (c,a)
Chesapeake College (c,a)
Columbia Union College (a)
Harford Community College (c)

Maryland College of Art & Design (a)
Maryland Institute College of Art (c)
Montgomery College--Rockville (a)
Villa Julie College (a)

Banking & Finance

Allegany Community College (c,a)
Community College of Baltimore (c,a)
Harford Community College (c)

Business Management

Allegany Community College (a)
Anne Arundel Community College (a)
Community College of Baltimore (c,a)
Catonsville Community College (c,a)
Charles County Community College (c,a)
Chesapeake College (a)
Dundalk Community College (c,a)
Essex Community College (a)
Garrett Community College (c,a)
Hagerstown Junior College (a)
Harford Community College (c,a)
Howard Community College (c,a)
Montgomery College--Rockville (a)
Montgomery College--Takoma Park (a)
Prince George's Community College (c,a)
Wor-Wic Tech Community College (a)

Communications and Broadcasting

Allegany Community College (a)
Anne Arundel Community College (a)
Community College of Baltimore (a)
Catonsville Community College (c,a)
Dundalk Community College (a)
Harford Community College (c,a)
Montgomery College--Rockville (a)

Hotel Restaurant Management

Catonsville Community College (a)
Community College of Baltimore (a)
Essex Community College (c,a)
Montgomery College--Rockville (a)
Prince George's Community College (c,a)
Wor-Wic Tech Community College (a)

Photography

Cecil Community College (c,a)
Dundalk Community College (a)

Harford Community College (c)
Maryland Institute College of Art (c)
Montgomery College--Rockville (a)

Printing & Lithography

Catonsville Community College (c,a)
Charles County Community College (c)
Montgomery College--Rockville (a)

Secretarial

Allegany Community College (c,a)
Anne Arundel Community College (c,a)
Community College of Baltimore (c,a)
Catonsville Community College (c,a)
Cecil Community College (c,a)
Charles County Community College (c,a)
Chesapeake College (c,a)
Columbia Union College (a)
Dundalk Community College (c,a)
Essex Community College (c,a)
Frederick Community College (c,a)
Garrett Community College (c,a)
Hagerstown Business College (c,a)
Hagerstown Junior College (c,a)
Harford Community College (c,a)
Montgomery College--Rockville (c,a)
Montgomery College--Germantown (c,a)
Montgomery College--Takoma Park (c,a)
Prince George's Community College (c,a)
Villa Julie College (c,a)
Wor-Wic Tech Community College (c,a)

Transportation

Catonsville Community College (c,a)

Other Business & Commerce

Essex Community College (c,a)
Hagerstown Business College (a)
Villa Julie College (a)

DATA PROCESSING TECHNOLOGIES

General

Allegany Community College (a)
Anne Arundel Community College (c,a)
Catonsville Community College (c,a)
Cecil Community College (c,a)
Columbia Union College (a)
Dundalk Community College (c)
Frederick Community College (c,a)
Hagerstown Junior College (a)
Harford Community College (c,a)
Howard Community College (c,a)
Prince George's Community College (a)

Computer Operation

Allegany Community College (c)
Charles County Community College (c)
Harford Community College (a)
Montgomery College--Rockville (c)
Prince George's Community College (c)

Computer Programmer

Allegany Community College (c)
Community College of Baltimore (a)
Charles County Community College (a)
Chesapeake College (c,a)
Essex Community College (c,a)
Harford Community College (c)
Montgomery College--Rockville (a)
Montgomery College--Germantown (a)
Montgomery College--Takoma Park (a)
Prince George's Community College (c)
Villa Julie College (a)

Data Processing Equipment Maintenance

Essex Community College (a)
Montgomery College--Rockville (a)

HEALTH SERVICES & PARAMEDIC TECHNOLOGIES

Animal Laboratory Assistant

- Essex Community College (a)
- Garrett Community College (c,a)

Dental Assistant Technician

- Allegany Community College (c)
- Community College of Baltimore (c)
- Essex Community College (c,a)
- Frederick Community College (c)
- Montgomery College--Takoma Park (c,a)
- Prince George's Community College (a)

Dental Hygiene

- Allegany Community College (a)
- Community College of Baltimore (a)

Dental Laboratory

- Community College of Baltimore (a)
- Montgomery College--Takoma Park (a)

Electro Diagnostic

- Harford Community College (a)

Inhalation Therapy

- Allegany Community College (a)
- Community College of Baltimore (a)
- Columbia Union College (a)
- Essex Community College (c)
- Prince George's Community College (a)

Institutional Management

- Essex Community College (c,a)

Medical Assistant & Medical Office

- Anne Arundel Community College (c,a)

Mental Health

- Allegany Community College (a)
- Anne Arundel Community College (a)

Community College of Baltimore (a)
Catonsville Community College (a)
Essex Community College (c,a)
Hagerstown Junior College
Montgomery College--Takoma Park (a)

Nursing, Practical

Allegany Community College (c)
Charles County Community College (c)
Columbia Union College (c)
Harford Community College (c)
Prince George's Community College (c)

Nursing RN

Allegany Community College (a)
Anne Arundel Community College (a)
Community College of Baltimore (c)
Catonsville Community College (a)
Charles County Community College (a)
Essex Community College (a)
Frederick Community College (a)
Hagerstown Junior College (a)
Harford Community College (a)
Howard Community College (a)
Montgomery College--Takoma Park (a)
Prince George's Community College (a)
Wor-Wic Tech Community College (a)

Optical

Howard Community College (c,a)

Physical Therapy

Community College of Baltimore (a)

Radiologic

Essex Community College (a)
Hagerstown Junior College (a)
Montgomery College--Takoma Park (a)
Prince George's Community College (a)
Wor-Wic Tech Community College (a)

Surgical

Community College of Baltimore (c)

Electronics & Machine

Anne Arundel Community College (c,a)
Community College of Baltimore (c,a)
Capitol Institute of Technology (c,a)
Catonsville Community College (c,a)
Chesapeake College (c,a)
Frederick Community College (c,a)
Harford Community College (a)
Howard Community College (a)
Montgomery College--Rockville (a)
Prince George's Community College (c,a)

Engineering Graphics

Anne Arundel Community College (c)
Community College of Baltimore (c,a)
Charles County Community College (c)
Essex Community College (c)
Harford Community College (c)
Prince George's Community College (c,a)

Industrial

Catonsville Community College (c,a)
Dundalk Community College (c,a)
Frederick Community College (c,a)
Garrett Community College (c,a)

Mechanical

Anne Arundel Community College (c,a)
Catonsville Community College (c,a)
Hagerstown Junior College (a)
Montgomery College--Rockville (a)

Other Mechanical & Engineering

Community College of Baltimore (a)
Charles County Community College (c,a)
Dundalk Community College (a)
Essex Community College (a)
Garrett Community College (c,a)
Howard Community College (c,a)

NATURAL SCIENCE TECHNOLOGIES

General

Garrett Community College (c,a)

Environmental Health

Cecil Community College (c)

Food Services

Community College of Baltimore (c,a)
Columbia Union College (a)
Hagerstown Junior College (c)

Forestry & Wildlife

Allegany Community College (a)
Garrett Community College (c,a)

Marine & Oceanographic

Chesapeake College (c,a)

Science Lab

Community College of Baltimore (a)
Harford Community College (a)

PUBLIC SERVICE TECHNOLOGIES

General

Community College of Baltimore (c,a)
Essex Community College (a)

Bible Study or Religion-Related Occupations

Baltimore Hebrew College (c)
Ner Israel Rabbinical College (c)
St. Mary's Seminary & University (c)

Education

Allegany Community College (c,a)
Community College of Baltimore (c,a)
Chesapeake College (c)
Columbia Union College (a)

Other Health Service

Anne Arundel Community College (c,a)
Community College of Baltimore (c,a)
Catonsville Community College (c,a)
Dundalk Community College (c,a)
Essex Community College (c,a)
Hagerstown Junior College (c)
Prince George's Community College (a)
Villa Julie College (a)

MECHANICAL & ENGINEERING TECHNOLOGIES

General

Essex Community College (a)
Harford Community College (c,a)
Montgomery College--Rockville (a)
Prince George's Community College (a)

Aeronautical & Aviation

Frederick Community College (c,a)

Architectural Drafting

Anne Arundel Community College (a)
Catonsville Community College (c,a)
Montgomery College--Rockville (a)

Automotive

Allegany Community College (c,a)
Community College of Baltimore (c,a)
Catonsville Community College (c)

Construction & Building

Catonsville Community College (c,a)
Cecil Community College (c,a)
Chesapeake College (c,a)
Community College of Baltimore (c,a)
Dundalk Community College (c,a)
Howard Community College (c)
Prince George's Community College (c)
Wor-Wic Tech Community College (c)

Electromechanical

Allegany Community College (c,a)
Dundalk Community College (c,a)
Hagerstown Junior College (a)
Montgomery College--Germantown (a)

Dundalk Community College (c,a)
Essex Community College (c,a)
Garrett Community College (a)
Hagerstown Junior College (a)
Montgomery College--Rockville (c,a)
Montgomery College--Takoma Park (c)
Prince George's Community College (c,a)
Villa Julie College (a)

Fire Control

Community College of Baltimore (a)
Catonsville Community College (a)
Montgomery College--Rockville (c,a)

Legal Assistant

Catonsville Community College (a)
Community College of Baltimore (c,a)
Dundalk Community College (a)
Hagerstown Business College (a)
Montgomery College--Takoma Park (c)
Villa Julie College (a)

Library Media

Columbia Union College (a)

Police, Law Enforcement, Corrections

Allegany Community College (c,a)
Anne Arundel Community College (c,a)
Community College of Baltimore (c,a)
Catonsville Community College (c,a)
Cecil Community College (c,a)
Dundalk Community College (a)
Chesapeake College (c,a)
Essex Community College (c,a)
Hagerstown Junior College (c,a)
Harford Community College (c,a)
Montgomery College--Rockville (a)
Prince George's Community College (c,a)
Wor-Wic Tech Community College (a)

Public Administration

Community College of Baltimore (c,a)
Montgomery College--Rockville (a)

Recreation & Social Work

Allegany Community College (a)
Community College of Baltimore (c,a)
Catonsville Community College (c,a)
Charles County Community College (c)
Chesapeake College (a)
Frederick Community College (c,a)

COLLEGE

If you are interested in attending a two or four year college, ask your guidance counselor for copies of the Post-Secondary Education Handbook for Frederick County and the Student Guide for Higher Education in Maryland. Additional sources of information are available in your guidance office.